



Planning & Development Services Department Residential Pool Permit Checklist



When applying for a residential pool permit use the following checklist.

ITEM	HOW MANY?	COMMENTS
Building Permit Application	1	A completely filled out building permit application shall be submitted, including all required information. The application shall be signed by the applicant(s) and the signatures shall be notarized. If the applicant is the contractor/qualifier, the application requires 2 signatures.
Notice of Commencement	1	A recorded Notice of Commencement for all construction with a value exceeding \$2,500 shall be submitted prior to first inspection.
Construction Plans	2 sets	All proposed construction must be accurately shown on the plans including but not limited to electrical wiring, plumbing, and pool equipment detail. Both sets of plans shall be signed and sealed by a Florida registered engineer.
Plot Plans/Surveys	2	2 Scaled Plots Plans with all dimensions of pool and deck area. Include location of pool equipment. Show setbacks of the pool/deck to all property lines and location of all existing structures. Form-board survey shall be required for poured concrete decks. Final survey shall be required for paver decks.
Vegetation Removal Permit	1	A completely filled out vegetation removal application must be submitted with the building permit application. Please include one (1) survey or site plan, for review by the Environmental Resource Department. A specific plan for tree removal and preservation is required if applicable.
Subcontractor Agreement	1 each	One subcontractor agreement with original signature is required for each subcontractor on the job. The building permit cannot be issued until it has been determined that all subcontractors are properly licensed and registered. The use of unlicensed contractors is strictly prohibited.
Filled Land Affidavit	1	This form is required for all construction, except for interior renovation. It shall bear the original notarized signature of the property owner. This affidavit serves to notify the property owner of their responsibility not to adversely impact their neighbor's properties with stormwater drainage and runoff.
Pool Alarm Affidavit	1	Indicate the type of barrier/alarm. Shall be signed by property owner and notarized.

******An Application for a Pool Permit shall not be accepted without a Pool Enclosure permit application and plans or a fence permit (or proof of existing fence enclosing proposed pool area).**